

Alberta Forest Products Association

Documentation and Interview
Health and Safety Audit Report

Prepared for:

Prepared by:

Audit Date(s):

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#### Executive Summary

#### Description of Activities

#### Standard Audit Summary

|  |
| --- |
| **Auditor Information** |
| **Lead Auditor**:  |       | [ ]  AFPA Certified [ ]  Auditor Qualification  |
| **Audit Team**:  |       | [ ]  AFPA Certified [ ]  Auditor Qualification |
|  |       | [ ]  AFPA Certified [ ]  Auditor Qualification |
|  |       | [ ]  AFPA Certified [ ]  Auditor Qualification |
| **Company**:       |
| **Address**:       |
| **City**:       | **Province**:       | **P/C**:       |
| **Phone**:       | **Fax**:       | **E-mail**:       |
|  |
| **Company Information** |
| **Legal** **Name**:       |
| **Address**:       |
| **City**:       | **Province**:       | **P/C**:       |
| **Key** **Contact**:       | **Telephone**:       |
| **E-mail:**       | **Total # of workers**:       |
|  |
| **Audit Information** |
| **Audit Start Date:**       | **WCB Account(s) #**:       | **WCB Industry Code(s) included in Audit Scope:**       |
| **Audit End Date:**        |

|  |
| --- |
| Audit Sampling Details by Site and Level |
| Site(s)(List each active work site below and provide interview details specific to each site included in the scope of the audit to the right) | Included in Scope(indicate yes or no) | Total Employees(list for each site) | Interviews Conducted(list for each site) | Notes (if applicable) |
| Senior Manager(s) | Manager(s) | Supervisor(s) | Worker(s) | Total Employees | Senior Manager(s) | Manager(s) | Supervisor(s) | Workers(in person) | Workers(questionnaire) | Total. Interviewed  |  |
| 1.       |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.       |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.       |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.       |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.       |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6.       |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7.       |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTALS** |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- |
| Audit Sampling Details by Department |
| **By Department**List departments below, and indicate sampling numbers (right). Adjust categories to reflect organizational structure (if needed). | **Total Dept.** | **Full Time** | **Part Time** | **Casual** | **Shift 1** | **Shift 2** | **Shift 3** | **Shift 4** |
| Total | Interviewed | Total | Interviewed | Total | Interviewed | Total | Interviewed | Total | Interviewed | Total | Interviewed | Total | Interviewed |
|       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTALS** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Interviews** | **Total** | **Interviews Conducted** |
| Employers and self-employed persons |  |  |
| Visitors |  |  |

|  |  |
| --- | --- |
| [ ]  Pre-audit letter  | [ ]  Pre-audit meeting by phone/online  |
| [ ]  Documentation review | [ ]  Post-audit meeting by phone/online |
| [ ]  Draft audit protocol and report forwarded to AFPA  |

#### Standard Audit Summary Element Scores

Evaluation of: (Company Name)

Date(s) of Audit:

Audited by: (Print and Sign):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Element** | Points Possible  | **Possible– N/A** | **Points Awarded** | **Percent****Total** |
| 1. Leadership Commitment
 | 80 |       |       |  |
| 1. Hazard Assessment
 | **162** |       |       |  |
| 1. Hazard Control
 | **120** |       |       |  |
| 1. Qualifications, Orientation and Training
 | **115** |       |       |  |
| 1. Work Site and Other Parties (at or in the vicinity of the work site)
 | **75** |       |       |  |
| 1. Regular Inspection and Monitoring
 | **90** |       |       |  |
| 1. Emergency Response
 | **100** |       |       |  |
| 1. Incident Investigation
 | **130** |       |       |  |
| 1. Joint Work Site Health and Safety Committee(s) and Health and Safety Representative(s)
 | **105** |       |       |  |
| 1. System Review
 | **115** |       |       |  |
| **TOTAL** | **1092** |  |  |  |

NOTE: For certification purposes, an overall score of 80% is required. For COR maintenance purposes, an overall minimum score of 60% is required.

#### 1. Leadership Commitment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: |      % | Points Possible: |       | Points Awarded: |       |

**Element 1. Strengths:**

**Suggestions for Improvement:**

#### 2. Hazard Assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: |      % | Points Possible: |       | Points Awarded: |       |

**Element 2. Strengths:**

**Suggestions for Improvement:**

#### 3. Hazard Control

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: |      % | Points Possible: |       | Points Awarded: |       |

**Element 3. Strengths:**

**Suggestions for Improvement:**

#### 4. Qualifications, Orientation and Training

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: |      % | Points Possible: |       | Points Awarded: |       |

**Element 4. Strengths:**

**Suggestions for Improvement:**

#### 5. Work Site and Other Parties(at or in the Vicinity of the Work Site)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: |      % | Points Possible: |       | Points Awarded: |       |

**Element 5. Strengths:**

**Suggestions for Improvement:**

#### 6. Regular Inspection and Monitoring

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: |      % | Points Possible: |       | Points Awarded: |       |

**Element 6. Strengths:**

**Suggestions for Improvement:**

#### 7. Emergency Response

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: |      % | Points Possible: |       | Points Awarded: |       |

**Element 7. Strengths:**

**Suggestions for Improvement:**

#### 8. Incident Investigation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: |      % | Points Possible: |       | Points Awarded: |       |

**Element 8. Strengths:**

**Suggestions for Improvement:**

#### 9. Joint Work Site Health and Safety Committee(s) (HSC) and Health and Safety Representative(s) (HSR)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: |      % | Points Possible: |       | Points Awarded: |       |

**Element 9. Strengths:**

**Suggestions for Improvement:**

#### 10. System Review

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Element Score: |      % | Points Possible: |       | Points Awarded: |       |

**Element 10. Strengths:**

**Suggestions for Improvement:**

#### Work Site Observations

**Work Site Observation Strengths:**

**Suggestions for Improvement:**